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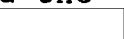
INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 09 MAY 1984

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

a. LIMS

Numerous meetings have been held this week between the LIMS development team and Supply Management Branch (SMB) personnel. Discussions centered around how Booz-Allen & Hamilton (BAH) envisions the design of the first work package (WP1). DC/IMSS traveled  to participate in an SMB session briefing attendees on WP1. Al Gowen, BAH project manager, reviewed the processing of requests and the approvals process with C & DC/SMB. Discussions on WP1 between the development team and the C/General Procurement Branch/PD, also took place. 

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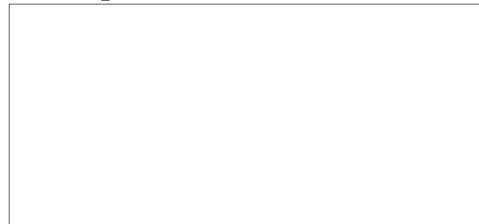
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b. DAS

(1) A well qualified OTE instructor provided a short course on Managing Change to members of the LIMS User Functional Test Staff and others, 08 May. This topic addresses the impact, stress and methods of coping with any type of changes taking place within an organization--in this case the forthcoming LIMS event and its effects upon our way of doing business. The content and substance of this lecture, on a subject so directly relevant to OL interests, is recommended for further presentation, especially to senior management.

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C O N F I D E N T I A L

SUBJECT: IMSS WEEKLY REPORT - 09 May 1984

(2) The DAS MLD Panel met on 02 May, to evaluate three personnel at the GS 6 level.

(3) DAS is evaluating component responses to WANG equipment needs for the balance of FY-84. Taken at face value, these requirements are significant in terms of cost and the necessity for expanding capabilities. A summarizing report is currently in preparation.

c. Regulations - The following regulations were written, reviewed, commented upon, concurred in, or published during the past week:

Fine Arts Commission - Published. This revision, written in conjunction with LSD, was submitted to OIS/RCD last fall.

Shipment of Government Property - Published. This revision, like  above, was a long time in the concurrence cycle, even though changes were minor.

Headquarters Bulletin entitled, "Temporary Parking for Use During CIA Employee Expansion" - Submitted to OIS/RCD for publication. This is essentially the same message that was LSD's "Item of Interest" for the Staff Meeting Notes a week or so ago. The DDA requested it be made into a bulletin.

Employee Bulletin entitled, "Replacement of Corridor Light Fixtures" - Submitted to OIS/RCD for publication, written by LSD.

Technical Group/DAS/IMSS/OL  
WEEKLY STATUS REPORT  
Week of 16 April to 4 May 1984

Major Activities During the Past Week.

A. Support to OL:

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ICS (Inventory Control System). [ ] completed modifications to the ICSGAS Procedure and has moved them to Production. These changes involved placing activity records into an array and performing the necessary updates prior to extracting for GAS. This modification is designed to prevent problems which have occurred since April 1st during nightly processing. [ ] (U)

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P&PD (Printing & Photography Division Tasks). Work on the draft version of the System Requirements Document for P&PD's Overtime and Leave Tracking System has been completed. The document is currently undergoing review by [ ] Chief/P&PD. [ ] (u)

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General Items:

A. Support to OL:

None to report.

Problems:

None to report.

Upcoming Events:

None to report.